

2022 Instructions for the Training Fund Application

Public Act No. 32 of 1986 Funding

Please read the following instructions carefully before completing the DTS-101, DTS-101W, and DTS-510 forms.

SUBMISSION OF THE DOCUMENTS FOR THE 2022 DISTRIBUTION YEAR

You must submit a copy of all documentation, **including your DTS-101 Signature Page**, via MiSNAP. The submission must be received at the State 911 Office before **4 p.m. on Friday, January 28, 2022**.

The **DTS-510 (Documentation of Allowable Training Expenditures) & DTS-101W (Eligible Employee Worksheet)** must be submitted electronically through MiSNAP, along with the remaining application documents. The documents must be complete and received by the State 911 Office before **4 p.m. on Friday, January 28, 2022**.

Questions regarding the forms (DTS-101, DTS-101W, and DTS-510) and submission shall be directed to sncdispatchertraining@michigan.gov for staff response.

All documents will appear in MiSNAP once you have created a 2022 training fund application. The annual application is required for participation in the training fund distribution. This application is for the 2022 distribution year; the calendar year during which the application is processed, and funds are released.

DTS-101 (SIGNATURE PAGE) ELECTRONIC SUBMISSION (MiSNAP)

- **Primary PSAP Name:** Ensure the name of the primary Public Safety Answering Point (PSAP) registering for the distribution is correct. The primary PSAP should be identified in the county's final 911 plan. If the PSAP ceases to exist due to a consolidation, a cessation letter must be sent to the State 911 Committee notifying the committee of the action.
- **Mailing Address:** Verify the complete mailing address for the primary PSAP is correct.
- **Remittance Address:** Verify the complete mailing address where the distribution funds should be sent is correct.
- **Federal ID Number:** Review the primary PSAP's Federal Employer Identification Number. This is the number used by the Department of Treasury to disperse funds through the SIGMA system. Please be sure your number reflects the proper accounting or funding department for your center. If the number is missing or incorrect, please email the State 911 Office immediately at sncdispatchertraining@michigan.gov.
- **ORI Number:** Review the primary PSAP's Originating Agency Number as assigned by LEIN.
- **County Identifying this Primary PSAP in its 911 Plan:** Review the name of the county in whose 911 plan your dispatch center is identified as the primary PSAP.
- **Total Number of Paid Hours in 2021:** MiSNAP will calculate the total number of paid hours and FTEs from the PSAP entries in the DTS-101W form and the amount will be displayed. If this amount is incorrect, please contact the State 911 Office.
- **Signatures: Individuals signing the DTS-101 will be required to set up a MiLogin account and request access to MiSNAP. Once a MiLogin account has been activated, the individual must contact the State 911 Office at sncdispatchertraining@michigan.gov in order to be added to the agency as an external approver. The signatures will be submitted individually and electronically. The form does require a separate MiLogin account for each of the signatures.**
 - **Chief Administrative Officer:** Enter the title, select signature type, complete mailing address, and telephone number of the Chief Administrative Officer responsible for oversight of the applicant primary PSAP (e.g., mayor, chair of the board of commissioners, city manager, village president, township supervisor, police chief, sheriff, or chair of the authority board). The Chief Administrative Officer cannot be the primary PSAP Administrator or Chief Financial Officer. **Signature must be submitted from the MiSNAP account of the Chief Administrative Officer.**
 - **Primary PSAP Administrator:** Enter the title, select signature type, complete mailing address, email address, and telephone number of the primary PSAP Administrator. The primary PSAP Administrator cannot be the Chief Administrative Officer or Chief Financial Officer. **Signature must be submitted from the MiSNAP account of the primary PSAP Administrator.**
 - **Chief Financial Officer:** Enter the title, select signature type, complete mailing address, and telephone number of the person responsible for fiscal accounting of the primary PSAP. The Chief Financial Officer cannot be the Chief Administrative Officer or the primary PSAP Administrator. **Signature must be submitted from the MiSNAP account of the Chief Financial Officer.**

It is the PSAPs responsibility to ensure the appropriate individuals have approved and signed the application prior to submission. Once all signatures have been obtained, it is the responsibility of the PSAP Director to submit the application. It is crucial the submission of the application is completed prior to 4 p.m., Friday, January 28, 2022.

DTS-101W ELIGIBLE EMPLOYEE WORKSHEET COMPLETION

“Eligible Employee” is defined as a person employed by a PSAP who is:

- A. A telecommunicator/dispatcher with responsibility for processing 911 calls.
- B. A dispatch supervisor of personnel who is responsible for processing 911 calls.
- C. The director (the person directly responsible for the management of the primary PSAP), assistant director, or operations manager (an assistant to the director with responsibility for the day-to-day operations of the primary PSAP).
- D. PSAP personnel whose technical responsibilities are dedicated to the delivery of 911 services.

“Ineligible Employee” is defined as:

- A. MCOLES officer under the provisions of section 3(a) of Public Act No. 302 of 1982, as amended, being MCL 18.423(2).
- B. MCOTC officer under the provision of Public Act No. 125 of 2003, as amended, being MCL 791.545, Section 15, are not eligible for inclusion toward the FTE count for participation by the eligible PSAP in the training fund distribution of Public Act No. 32 of 1986, as amended.
- C. Personnel who do not directly provide 911 services as part of their regular duties.

Name: Select the name from the drop down on the DTS-101W page in MiSNAP. In order for an employee to show on the list, they need to be associated with your agency. Please make sure all eligible employees are associated with your agency.

Email: The email will populate from the individual's MiSNAP account.

Date of Hire: The date of hire will populate as well as job title.

Date of Departure: The date of departure will populate if the person was marked inactive by the PSAP.

Full/Part-Time: F = Assigned to the 911 function full-time
P = Assigned to the 911 function part-time

Paid Hours: This is the total number of hours paid for the 911 function up to 2,080 hours and does not include overtime hours. The hours of employees on a paid medical leave (**disability leave or other benefit time**) will be eligible to be claimed; however, the hours of employees on an unpaid leave will be ineligible.

DTS-510 WORKSHEET COMPLETION

Attendee, Course Title, Course Number, Date of Completion: This information is automatically populated on the DTS-510 in MiSNAP. As training providers add attendance for a course, it is automatically populated on the DTS-510 for the next application year. Please contact the State 911 Office if there is a training course missing from this listing for the current application year.

Expenditures: The PSAP will select the pencil next to the course listing on the DTS-510 and will add any allowable expenses associated with employee attendance of the course. Please check your distribution tab to see the oldest year with a remaining balance and select that at the bottom of the page so the amount will be deducted from that year. If you do not select a distribution year, the expenses entered will not be deducted from the remaining balance. Once you have zeroed out that year, you will select the next oldest year with a training fund balance.

Fund Distribution (2016, 2017, 2018, 2019, 2020, and 2021): This tab in MiSNAP documents the funding allocation year, amounts received, and remaining balance.

Example: The training occurred in 2021, but funds are still available from the 2019 funding allocation year. You will use the 2019 funding allocation year monies to report the cost.

NOTE: Please be advised that random reviews may be conducted. Training funds for 911 center personnel **shall be accounted for separately from all other funding sources**. Further, records of training fund revenue and expenditures shall be reported for each calendar year and maintained for six years beyond the distribution year.